4171-11
-10-

APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date January 9, 1980 **Application Number**	Georgia Dept. of PUblic Safety Drivers Services Section 959 E. Confederate Ave. S. E. Atlanta, Georgia	**Application Number** **76 - 13 - A** Date Received	Date Completed FEB - 8 1980	FEB 1 0 1980

2. Person to Contact
Ms. Dorothy Merritt

Working Title
Supervisor

Telephone Number

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. ___76-13___ Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest, 1978   Latest, Present

5. Records Series Title *(followed by title used in office; if different)*
Motor Vehicle Report Request Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):*
Attach samples of the file.

Documents relating to: Furnishing information contained in Drivers' License Files to
Credit Companies, Insurance Companies and Employers

Included are: Request for information and response to request

File is arranged: Chronologically by Date

8. Monthly Reference Rate   How often are records referred to which are:
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	•	a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____X_____ years.
e. Administrative need _____X_____ years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

SEE BELOW

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

Hold in current files area 6 months or until State Audit is completed, whichever is later; then destroy.

Capt. H.E. Hyde
Supervisor Driver's Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
~~revised~~	1 Feb. 80	Lee Wilson CRM	Jan 21 1980

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)		Date
	State Auditor/Designee		2-18-80
	Secretary of State/Designee	Carroll Hart	2-15-80
	Attorney General/Designee		2-19-80

AR-50-71   76   (Reverse Side)

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STATE OF GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received: JAN 22 1976	Application No. 76-13	Date Completed: FEB - 9 1976

3. AGENCY, Division, Subdivision & Administering Office Address

Georgia Department of Public Safety
Uniform Division Drivers Services Section
959 E. Confederate Avenue, S. E.
Atlanta, Georgia

4. Person to Contact

Lt. Nugent

5. Working Title Supervisor

6. Tel. No. 656-6150

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
72 - Present

9. Exact Series Title

MOTOR VEHICLE REPORT REQUEST FILES

10. What is the function of the office in which this record series is created?

Department of Public Safety - Uniform Division

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement)

Documents relate to / furnishing information contained in Drivers' License Files to Credit Companies, Insurance Companies and Employers. ~~for information contained in Drivers' License Records on file with the Georgia Department of Public Safety.~~

File includes - request for information and response to request.

File arranged - Chronologically By date

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1 ← 2		ANNUAL RATE OF ACCUMULATION	1 1/2	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	2			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	[X]	[ ]
14. Is there a duplication of this series in another office or agency?	[ ]	[X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[X]
16. Does the series contain classified information requiring security handling?	[ ]	[X]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[X]
18. Could the function be performed if the files were lost or destroyed?	[X]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[X]
20. Does the record series provide data as input to an EDP file?	[X]	[ ]
21. Does the record series contain documentation produced as EDP printout? Information from Drivers' Record is issued to company by computer.	[X]	[ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[X]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[X]

24. REQUIREMENTS. The following requires the files to be kept ___1___ years:

a.[ ]STATE   b.[ ]STATUTE OF   c.[ ]AUDIT   d.[ ]FEDERAL   e.[X]ADMINISTRATIVE   f.[ ]HISTORICAL
   LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end
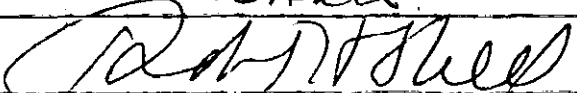of each -[X]CALENDAR YEAR   -[ ]FISCAL YEAR   -[ ]OTHER _____ ,then:

[X] Hold in the current files area_____ month(s)/__1__ year(s):
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold_____year(s):
[X] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

(✔) Concur

( ) Nonconcur   ✓ _____
                              SUPERVISOR

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date 1-22-76	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	✓	1-22-76
STATE RECORDS COMMITTEE	State Auditor/Designee [X] Approved [ ] Disapproved	William M. Wilson	2-3-76
	Secretary of State/Designee [X] Approved [ ] Disapproved	Carroll Hart	2-9-76
	Attorney General/Designee [X] Approved [ ] Disapproved		2-4-76